

**LOCAL RULE 1007-2**  
**Additional Required Documents**

(a) When filing a bankruptcy petition under chapters 7 and 11, a corporate debtor shall file a copy of a corporate resolution which authorizes such filing.

*(b) Mailing Matrix*

(1) At the time a bankruptcy petition is filed, the debtor shall file with the Clerk a master mailing matrix containing the names and addresses of all creditors and other entities required to be notified of the bankruptcy proceeding.

(2) All matrices must comply with the matrix requirements to be published by the Clerk. Instructions for the preparation of matrices are appended to these Local Bankruptcy Rules as Exhibit 1. A verification of matrix form is appended to these Rules as Exhibit 2.

(3) In any case in which 100 or more creditors are listed on the mailing matrix, the matrix shall be submitted to the Clerk on a 3.5" floppy disk or in an electronic format acceptable to the Clerk. See Exhibit 3. The electronic submission shall be accompanied by one printed copy of the matrix.

*(c) Asset Protection Report*

*(1) Chapter 7 Filings.*

(A) A chapter 7 debtor shall file an asset protection report with the petition.

(B) Any debtor who moves this Court to convert a case from chapter 11, 12 or 13 to chapter 7 shall file with the motion to convert an asset protection report. If the conversion is involuntary, the debtor shall file the asset protection report within five days of the date of the entry of the order for conversion.

(C) Failure to comply with the terms of this Rule may result in the dismissal of the case, or other appropriate relief as determined by the Court.

(D) Copies of the approved asset protection report form may be obtained from the Clerk. A copy of the asset protection report is appended to these Local Bankruptcy Rules as Exhibit 4.

(2) *Compliance with FED. R. BANKR. P. 1007 and 1019(5)* - The filing of the asset protection report does not excuse a debtor from timely filing the schedules of assets and liabilities required by FED. R. BANKR. P. 1007 and 1019(5).

*(d) Pre-Filing Notice*

(1) *Clerk to Furnish* - In order to implement section 342(b) of the Code, pre-filing notices shall be made available by the Clerk to any attorney or individual upon request. The pre-filing notice shall indicate each chapter of title 11 under which an individual may proceed. A copy of the pre-filing notice is appended to these Local Bankruptcy Rules as Exhibit 5.

(2) *When Filing is Required* - All petitions filed by individuals must be accompanied by a pre-filing notice signed by the debtors to acknowledge that they have read and understand the notice. The only cases excepted from this requirement are those in which the schedules are filed contemporaneously with the petitions, and the schedules clearly show that the debts are not primarily consumer debts.